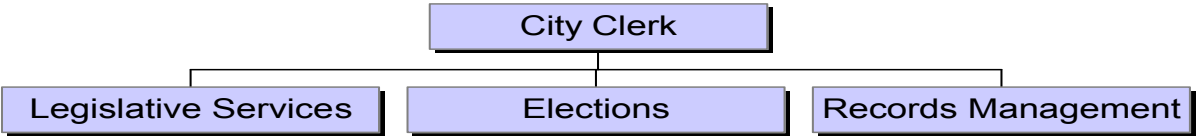


City Clerk



Description of the Service

The City Clerk’s Office is organized around Legislative Services, Elections, and Records Management. Legislative Services is charged with the responsibility of recording the proceedings of the City Council (approximately 56 meetings per year), Redevelopment Agency (approximately 24 meetings per year), and City Council standing committees (approximately 120 meetings per year); preparing and distributing the City Council, Agency, and standing committee meeting agendas and minutes; providing publication of public hearing notices; conducting research of City Council and Agency actions; maintaining the official records of the City and Agency; and maintaining the Municipal Code.

The Office also accepts passport applications; provides Notary Public service for City documents; processes claims filed against the City; serves as secretary to the Parking Authority, Economic Development Authority, Industrial Development Authority, and Public Financing Authority; and acts as filing officer for required disclosures under the Political Reform Act for City elected officials, candidates, board and commission members, and designated employees. The City Clerk is also responsible for the Board and Commission recruitment/selection process.

Election Services is responsible for conducting municipal elections in accordance with all applicable City, State, and Federal laws. The next municipal election will be held for Councilmembers of Wards 1, 3, 5, and 7 on Tuesday, November 4, 2003.

Records Management administers the contract service that receives and maintains inactive and semi-active records for City departments, including approximately 5,200 boxes; assists each department in establishing records retention and destruction schedules in conformance with need and applicable laws; and has custody of the City archives, which includes historical records of the City dating back to the 1880s.

City Clerk

Mission Statement

The mission of the City Clerk's Office is to provide municipal election services, maintain the official record of all City Council proceedings, and perform other State and municipal statutory duties for elected officials, voters, City departments, and the public in order that they may be guaranteed fair and impartial elections and open access to information and the legislative process.

Major 2002/03 Priorities

- Complete realignment of Ward boundaries based on the 2000 Federal Census.
- Complete the reviewing and indexing of City archive records.
- Prepare and distribute agendas, packets, and minutes for City Council, Redevelopment Agency, and City Council standing committee meetings.
- Accept Statements of Economic Interests from the City's over 400 filers.
- Electronically update Riverside Municipal Code immediately upon effective date of new ordinances and publish quarterly supplements to printed version.
- Implement computerized tracking of contracts, leases, and agreements.
- Preserve and/or restore historic municipal archive consisting of 300+ volumes of minutes, ordinances and resolutions, and scan to make these documents accessible electronically.

Council Priorities Addressed

- More Effective Communication with the Public

Programs and Program Goals

FY 2002/03

Legislative Services: To provide administrative and technical support to the City Council and the public in order to maintain accurate and timely documentation and access to the official actions of the City Council in compliance with State and municipal requirements.

Elections: To administer the City's municipal elections and related activities for candidates and voters so that they may be guaranteed fair and impartial elections in compliance with State and municipal requirements.

Records Management: To preserve and protect the official records of the City for administrative departments and the public so that they may be guaranteed timely access to information and the legislative process in compliance with state and municipal requirements.

City Clerk

Recent Accomplishments

- Coordinated in concert with the Governmental Affairs Committee review of the realignment process for Ward boundaries based on the 2000 Federal Census.
- Electronically updated the Riverside Municipal Code immediately upon effective date of new ordinances and published quarterly supplements to printed version.
- Published the Riverside Municipal Code Book on the City's website.
- Processed over 2,500 passport applications since the Passport Acceptance Facility opened in August 2000.
- Weekly posted City Council and Redevelopment Agency agendas and backup material on City's website.
- Implemented electronic tracking of contracts/agreements, and insurance.
- Resolutions, ordinances, and contracts/agreements now provided electronically.
- Converted to digital recording system in Council Chamber.

Performance Measures

	Actual 2000/01	Estimated 2001/02	Target 2002/03
# of meetings supported	150	165	150
# of passport applications processed	1409	1500	1600
% of internal customers rating the records storage services as "good" or "excellent"	NA	N/A	90%

Department Summary

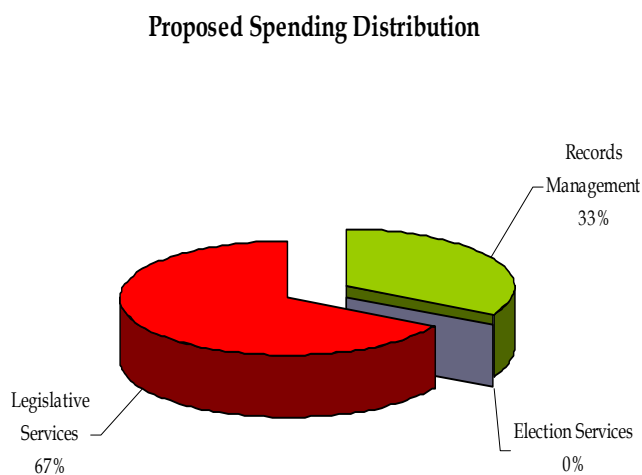
Budget Summary	Actual 2000/01	Budget 2001/02	Proposed 2002/03	Change
Personnel Services	417,131	526,985	555,245	5.4%
Non-Personnel	108,320	443,390	480,825	8.4%
Special Projects	2,435	3,378	3,378	0.0%
Equipment Outlay	12,040	0	6,200	---
<i>Direct Operating</i>	539,926	973,753	1,045,648	7.4%
Debt Service	0	0	0	---
Capital Outlay	0	0	0	---
Charge From Others	128,762	184,995	192,246	3.9%
<i>Gross Budget</i>	668,688	1,158,748	1,237,894	6.8%
Charge To Others	(637,246)	(753,478)	(804,615)	6.8%
Net Budget	31,442	405,270	433,279	6.9%

Expenditure Summary (Gross Budget)

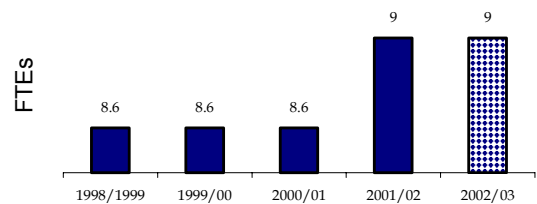
Legislative Services	646,301	795,981	830,039	4.3%
Election Services	148	321,085	87	-100.0%
Records Management	22,239	41,682	407,768	878.3%
Expenditure Total	668,688	1,158,748	1,237,894	6.8%

Personnel Summary	8.60	9.00	9.00	0.00
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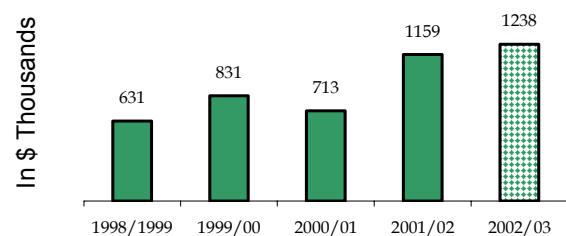
Program Summary



Personnel Summary



Historical Budget Expenditures



Annual Budget

Department / Section: City Clerk / City Clerk Administration
101 - 120000

Object	GL Key	Description	Actual 2000/01	Budgeted 2001/02	Amended 2001/02	Proposed 2002/03	% Budget Change
411100	1200000	Salaries-Regular	313,608	410,062	410,062	420,376	2 %
411110	1200000	Salaries-Temp & Part Time	18,792	0	0	0	---
411410	1200000	Vacation Payoff	2,370	0	0	0	---
412000	1200000	Emp Pension & Benefits	82,141	116,423	116,423	134,369	15 %
413120	1200000	OT at 1.5 Rate	218	500	500	500	%
Personnel Services Total			417,130	526,985	526,985	555,245	5 %
421000	1200000	Professional Services	9,273	5,100	5,100	5,400	5 %
422000	1200000	Utility Services	4,978	4,545	4,545	4,545	%
423000	1200000	Rentals & Transport	62	360	360	360	%
424000	1200000	Maint & Repairs	1,359	2,973	2,973	3,005	1 %
425000	1200000	Office Exp & Supplies	59,659	61,135	56,524	49,135	(19) %
425200	1200000	Periodicals/Dues	1,138	1,290	1,290	1,588	23 %
426000	1200000	Materials & Supplies	230	0	0	0	---
427100	1200000	Travel & Meeting	3,613	4,210	6,632	5,025	19 %
427200	1200000	Training	2,264	1,974	2,474	4,229	114 %
428400	1200000	Insurance/All Other	6,786	5,418	5,418	6,201	14 %
Non-personnel Expenses Total			89,365	87,005	85,316	79,488	(8) %
450327	1200000	Board/Commision Recognition	1,852	2,186	2,186	2,186	%
450328	1200000	Board/Commission Recept Awards	582	1,192	1,192	1,192	%
450351	1200000	Redistrict Ward Boundaries	0	0	10,000	0	---
Special Projects Total			2,435	3,378	13,378	3,378	---
462308	1200000	Office Furn & Eq-Computer Acqu	12,040	0	0	6,200	---
Equipment Outlay Total			12,040	0	0	6,200	---
881100	1200000	General Fund Allocation Chgs	25,565	80,536	80,536	82,183	2 %
881200	1200000	Central Svc Allocation Chgs	92,989	91,301	91,301	96,769	5 %
882102	1200000	Annual Utilization Chgs 102 Fd	6,776	6,776	6,776	6,776	%
Charges From Others Total			125,330	178,613	178,613	185,728	3 %
891100	1200000	General Fund Allocation Chrges	(598,124)	(689,523)	(689,523)	(720,080)	4 %
892101	1200000	Annual Utiliztn Chgs to 101 Fd	(17,890)	(19,011)	(19,011)	(22,517)	18 %
Charges to Others Total			(616,014)	(708,534)	(708,534)	(742,597)	4 %
Net Budget			30,287	87,447	95,758	87,442	() %

Annual Budget

Department / Section: City Clerk / City Clerk-Election Services
101 - 120500

Object	GL Key	Description	Actual 2000/01	Budgeted 2001/02	Amended 2001/02	Proposed 2002/03	% Budget Change
421000	1205000	Professional Services	0	320,000	340,000	0	---
422000	1205000	Utility Services	0	650	650	0	---
425200	1205000	Periodicals/Dues	128	85	85	87	2 %
426000	1205000	Materials & Supplies	19	350	350	0	---
Non-personnel Expenses Total			148	321,085	341,085	87	(99) %
Net Budget			148	321,085	341,085	87	(99) %

Annual Budget

Department / Section: City Clerk / City Clerk-Records Management
101 - 121000

Object	GL Key	Description	Actual 2000/01	Budgeted 2001/02	Amended 2001/02	Proposed 2002/03	% Budget Change
421000	1210000	Professional Services	18,523	35,000	58,577	399,750	1,042 %
425000	1210000	Office Exp & Supplies	174	300	300	1,500	400 %
426000	1210000	Materials & Supplies	108	0	0	0	---
Non-personnel Expenses Total			18,806	35,300	58,877	401,250	1,036 %
881100	1210000	General Fund Allocation Chgs	2,120	3,797	3,797	4,053	6 %
881200	1210000	Central Svc Allocation Chgs	1,312	2,585	2,585	2,465	(4) %
Charges From Others Total			3,432	6,382	6,382	6,518	2 %
891100	1210000	General Fund Allocation Chrges	(21,232)	(44,944)	(44,944)	(62,018)	37 %
Charges to Others Total			(21,232)	(44,944)	(44,944)	(62,018)	37 %
Net Budget			1,006	(3,262)	20,315	345,750	10,699) %